



Lewis County Community Development

2025 NE Kresky Ave, Chehalis, WA 98532

Phone: (360) 740-1146 • Fax: (360) 740-1245

ADMINISTRATIVE APPROVAL TYPE II APPLICATION

Type II applications require a mailed notice to properties within 500 feet of the property and notice posted on the road frontage of the project description. The administrator is the decision making body for the Type II application.

The following are required to be submitted with this Type II application to begin the review process:

STAFF

APPLICANT

☐☐

Completed site plan

(with all the requirements on the Lewis County Community Development 'Site Plan Requirements' Handout)

☐☐

Completed 'General Information' application

☐☐

Completed permit application for the associated permit

☐☐

All additional requirements listed on application

☐☐

Completed 'Permission to Enter' form

☐☐

Signed Adequate Facilities forms provided

(required for all projects other than development of a single-family residence or large lot simple segregation where new development is not approved)

☐

Not applicable; Explain: _____

☐☐

SEPA

☐

Not applicable; Exemption: _____

☐☐

Application Fee

Any appeals will be heard by the Lewis County Hearing Examiner per the Lewis County Code Chapter 17.05.

For Official Use Only:

Date of Completed Application: _____

Application Number: _____

Associated Permits: _____

Permit Technician: _____

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SITE PLAN REQUIREMENTS

The application should NOT be submitted unless all points below are addressed. The checklist must be submitted with the application. Submit multiple maps if necessary. Additional information may be requested.

STAFF APPLICANT

- ☐ ☐ North arrow, scale, vicinity map, and date.
- ☐ ☐ Site address and parcel numbers for all affected parcels
- ☐ ☐ Property line boundaries, dimensions, and size of the subject parcel(s)
- ☐ ☐ Location of all existing and proposed structures including, but not limited to: houses, sheds, barns, fences, culverts, bridges, storage tanks, retaining walls, decks, and porches
- ☐ ☐ Square footage of all existing and proposed structures, parking, and outside storage areas
- ☐ ☐ Setbacks from property lines for all existing and proposed structures
- ☐ ☐ Utility structures or lines such as septic tanks, sewer lines, drainfields, reserve areas, wells, water lines, power lines, utility easements, etc.
- ☐ ☐ Location of any known and proposed stormwater facilities
- ☐ ☐ Areas to be cleared, graded, excavated, or otherwise disturbed
- ☐ ☐ Location, depth, and extent of all clearing, grading and filling, including written estimates with both cut and fill quantities in cubic yards
- ☐ ☐ Location and identification of any surface waters, ditches, or known wetlands.
- ☐ ☐ Location and identification of topography (ex: top/toe of slope, direction of natural drainage, significant terrain features).
- ☐ ☐ Location of all proposed or existing easements, driveways, access etc.
- ☐ ☐ Location and name of all roads surrounding the property
- ☐ ☐ Any additional information which the applicant feels will assist in evaluating the proposal (ex: maps, drawings, photos)
- ☐ ☐ For all projects other than a single family dwelling, a description of the proposed use is required. Examples include, but are not limited to: personal storage, commercial uses, agricultural uses, garage, etc.

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GENERAL INFORMATION

Applicant Contact Information:

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Property Information:

Tax Parcel Number (s): _____

Zoning: _____ Acreage: _____

Site Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone Number: _____ Owner's Email: _____

_____ Quarter Section, Section _____, Township _____ North, Range _____ East/West (Circle One)

Surveyor/Engineer or Other Contractor Information (Attach additional sheets if necessary):

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Signatures

Please check the box:

☐ I/We certify that I/We have read and understand the limitations and conditions of Lewis County Code and agree to comply with all conditions of approval.

By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Check one: ☐ Owner ☐ Applicant ☐ Authorized Agent

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ADMINISTRATIVE APPROVAL

Fees: The minimum fee due at the time of submittal is \$280. Additional fees may apply.

Additional Information:

Staff Applicant

- ☐ ☐ Detailed summary identifying all uses proposed for the site, including direct and accessory uses. Approval will be limited to only those uses shown on the application or maps. All other uses that are not shown will be prohibited.
- ☐ ☐ Soils report, as required by the Lewis County Sanitary Code, LCC 8.40 and 8.41, if new or altered onsite sewage systems are proposed.
- ☐ ☐ Any additional materials required by an administrator for the specific project.
- ☐ ☐ If the proposed project is an animal kennel, shelter, boarding, grooming, or hospital that requires the Lewis County Dog Kennel Operating Permit from Public Health and Social Services, a copy of the Lewis County Dog Kennel Operating Permit is required to be attached.

Project Name: _____ **Permit Number:** _____

Brief Description of proposal: _____

Water Supply:

Existing Source: ☐ Private Well ☐ Shared Well ☐ Public Water ☐ Group B ☐ Group A
☐ Other; If other, please explain: _____

Proposed Source: ☐ Private Well ☐ Shared Well ☐ Public Water ☐ Group B ☐ Group A
☐ Other; If other, please explain: _____

Sewage Disposal

Existing Method: ☐ Septic ☐ Public Sewer ☐ Other; If other, please explain: _____

Proposed Method: ☐ Septic ☐ Public Sewer ☐ Other; If other, please explain: _____

Access, Vehicles, and Traffic

Access Road: _____

Please check one: ☐ Private Road ☐ County Road ☐ State Highway
☐ Other: If other, please explain: _____

Number of parking spaces available: _____ Number of parking spaces proposed: _____

How many vehicle trips will be generated daily to and from the site by the proposed use? Please include employees, customers, delivery trucks, etc. "Trip" means a one-direction movement that begins at the origin and ends at the destination per LCC 12.60.030: _____

How will these trips be distributed by type and time of day? _____

Site Characteristics

What type of commercial activity is proposed: _____

Hours of operation: _____

On average, how many customers do you expect per day: _____

Will there be public assembly (church, event center, sports arena, etc.): ☐ Yes ☐ No

If yes, what type of public assembly is being proposed: _____

If yes, will the public assembly be within an enclosed building: ☐ Yes ☐ No

Explain: _____

If the assembly is within an enclosed building, what is the occupancy load for the structures with proposed public assembly? _____

Total number of employees: _____ Total number of employees living on site: _____

	Existing	Proposed	Total
Number of Buildings			
Gross Floor Area of all Buildings, all Floors	Sq. ft.	Sq. ft.	Sq. ft.
Total Impervious Area	Sq. ft.	Sq. ft.	Sq. ft.

Please give a description of the type and area in square feet of each use within the building (ex: commercial dwelling space, storage, etc.): _____

How do you propose to make the project compatible with the appearance and character of the surrounding area? _____

What provisions have been made to safeguard the adjoining properties against any detrimental effects caused by the development? _____

PERMISSION TO ENTER

Date

Lewis County Community Development Department
Lewis County Health & Social Services (Environmental Health)
Lewis County Public Works Department
2025 NE Kresky Avenue
Chehalis, WA 98532

I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review and inspections. I also understand that my failure to grant permission to enter, or an inability to contact me for prior notification of the time and date of inspection entries, may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1) _____; 2) _____; 3) _____;
(Enter Type of Permit – i.e., building, septic, etc., - include all that apply)

which may require on-site permit processing, review and inspection by employees of the Community Development Department, Lewis County Environmental Services or Public Works for the property at:

_____; and _____;
(site address/location) (tax parcel number)

By my signature below, permission is granted for representative(s) of the Community Development, Public Health Departments, and Public Works to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

Prior notification of the date of inspection(s) will take place is:

[] Not required [] Required: - () _____ - _____ (Must provide phone number where applicant/representative can be reached)

Name as listed on Application
(Please Print)

Signature

Mailing Address of Signatory (Street / P.O. Box)

Name of individual signing this document
(☐ Property Owner or ☐ Authorized Agent)
(Please Print)

City, State, Zip

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ADEQUATE FACILITIES-FIRE

Date: _____

Fire District: _____

Dear Fire Commissioners or Fire Chief,

We are requesting a land use permit for _____

Located at _____
which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

Fire Commissioners or Fire Chief:

Adequate facilities mean: For residential or commercial buildings with a height of 35 feet and below, two stories or less, and 50,000 square feet or less, the local fire district has the equipment and personnel to serve the new facility without a change in the current level of service for similar facilities existing in the district. For industrial or commercial over 35 feet in height, the district has the equipment and personnel to serve the new facility consistent with the adopted standards of the district, including local fire codes. Fire Districts can provide or secure adequate emergency services to this location for the proposed project.

- ☐ Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

Please print name: _____ Phone number: _____

Signature: _____ Date: _____

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ADEQUATE FACILITIES-LAW ENFORCEMENT

Date: _____

Law Enforcement Agency: _____

Dear Sheriff or Police Chief,

We are requesting a land use permit for _____

Located at _____

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

Sheriff or Police Chief:

Adequate facilities mean: The Law Enforcement Agency can provide adequate emergency services to the location of the proposed development.

☐ Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.

☐ No, we do not have the capacity to serve the proposed development.

Please print name: _____ Phone number: _____

Signature: _____ Date: _____

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ADEQUATE FACILITIES-REFUSE DISPOSAL

Date: _____

Disposal Company: _____

To whom may concern,

We are requesting a land use permit for _____

Located at _____

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

Disposal Company:

Adequate facilities means: facilities are available where the project does not adversely affect the ability of the local and/or regional solid waste authorities from accomplishing the goals and objectives of the adopted county solid waste comprehensive plan. Adequacy includes pick up, transport, disposal, or transfer of solid waste.

☐ Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.

☐ No, we do not have the capacity to serve the proposed development.

Please print name: _____ Phone number: _____

Signature: _____ Date: _____

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ADEQUATE FACILITIES-SCHOOLS

Date: _____

School District: _____

To whom may concern,

We are requesting a land use permit for _____

Located at _____

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity at the time of development.

Sincerely,

(Applicant)

School District:

Adequate facilities mean: For residential uses, the school can reasonably accommodate the school population anticipated from the new development within existing facilities, together with state or federal funds expected as a result of growth or changes within the district. For commercial or industrial uses, the traffic or other impact to the school does not interfere with reasonable school operations or safety.

- ☐ Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed and the proposed project does not interfere with reasonable school operations or safety.
- ☐ No, we do not have the capacity to serve the proposed development or it interferes with reasonable school operations and/or safety.

Please print name: _____ Phone number: _____

Signature: _____ Date: _____